

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

June 23 - [City Council Meeting Agendas](#)

Looking Ahead

Most boards will be meeting virtually including City Council.

Monday, June 22: School Board meeting

Thursday, June 25: Parking Authority, Tourism Board meetings

Thursday, July 2: Board of Architectural Review, Old Town Advancement Commission meetings

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- **LISTEN!** [Rouss Review](#) podcast



This week is National Waste and Recycling Workers Week, a time to recognize and show support for the men and women who provide this critical service to the community. On June 19, the Virginia Risk Sharing Association (VRSA) featured the City's refuse and recycling crew in a video showcasing their commitment to safety. VRSA visited this winter, interviewed our Refuse & Recycling Manager (aka Michael Recycle) and observed crews on their routes.

City Manager's Highlights

Governor Northam announced guidelines for Phase III reopening. City staff continue to work on a reopening plan.

Reopened several park facilities: athletic fields, playgrounds and outdoor basketball courts.

Hiring: Custodian, Electrician, Family Services Specialist, Firefighter, Police Officer, Sanitation Worker, Utility Mechanic, and Wastewater Treatment Plant Operator Trainee



Public Safety

Winchester Police

- Received award from the DMV for having no crash fatalities in 2019.
- Attended RapidSOS webinar. The Emergency Communications Center will be launching Emergency Profile in collaboration with The American Red Cross, The American Heart Association, and Direct Relief to send a caller's opt-in health and medical data to 911 during an emergency by creating a profile for the RapidSOS Portal Map.
- Scheduled certified applicant training for next week. Currently have 24 applicants waiting for next police applicant testing.
- Advertised upcoming Community Forum event (June 27): "Strengthening the Relationship Between the Community & Law Enforcement". Space is limited and registration is requested.
- Attended VRSA training on officer due process.
- Continued case investigations and working with Crime Solvers.
- Submitted 4 policies for final review.
- Continued case review and research for DEFROST podcast.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 19
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0
 - Property crimes - 18

Winchester Fire and Rescue

- Worked with Utilities Department to obtain topsoil for sod placement to control runoff at the Regional Training Center.
- Held Live Burn training for recruit class at the Regional Training Center. Watch Video
- Two firefighters advanced to Paramedic status.
- Continued to identify and address recommendations from the recent fire department study.
- Held various shift trainings at the Regional Training Center.
- Worked with the Emergency Manager to purchase COVID-related items.

Police Activity	#
Calls for Service	659
Directed Patrols	26
Directed Patrols (OTW)	7
Extra Patrols	73
Extra Patrols (OTW)	1
Alarms/False Alarms	34/34
Crash Reports	6
Traffic Citations	5
Traffic Warnings	4
DUI/DWI	2
FOIAs Answered	3
Special Events Permits Received/ Approved	0/0 46 YTD

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	105
Hazardous Cond.	4
Service Call	5
Mutual Aid Given	8
Good Intent	4
False Alarms	1
Special Incident	0
Plan Review	0
Reinspections	0
Inspections	0

Emergency Management

- Assisted Communications staff with recording footage with drone.
- Participated in Virginia Department of Emergency Management conference calls regarding the current COVID-19 Pandemic.
- Participated in the City and Winchester Public Schools conference call regarding opening plans.
- Delivered portable radios and personal protective equipment to the Registrar for the upcoming elections.
- Reviewed and edited the current Emergency Operations Plan.

Development Services

Zoning and Inspections

- Completed:
 - 42 building permit inspections and issued 20 building permits (\$252,476 valuation).
 - 43 code enforcement inspections
 - 5 new business reviews (5 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant projects:
 - 118 N Washington Street - short term rental conditional use permit approved

Date	Address	Description	Value
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 202	\$3,700
06/12/2020	140 W BOSCAWEN ST	REPLACE HEAT PUMPS	\$45,000
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 203	\$3,700
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 302	\$3,700
06/12/2020	1536 DALTON PL	NEW SUNROOM & DECK	\$62,987
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 303	\$3,700
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600
06/12/2020	300 WESTMINSTER CANT DR	RE-ROOF	\$48,689
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600
06/12/2020	209 N KENT ST	REMODEL	\$40,000
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 201	\$3,700
06/12/2020	933 ALLEN DR	INSTALL EGRESS WINDOW BASEMENT	\$4,000
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600

Date	Address	Description	Value
06/12/2020	15 E PICCADILLY ST	NEW FIXTURES - APT 301	\$3,700
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600
06/12/2020	15 E PICCADILLY ST	NEW HEAT PUMP	\$3,600
06/16/2020	1949 MELVOR LN	REPLACE GAS FURNACE	\$100
06/17/2020	1949 MELVOR LN	REPLACE GAS FURNACE	\$7,900
Total			\$252,476

Planning

- Staffed the WebEx-based virtual Planning Commission meeting on June 16 where the proposed Character Map changes for the South Central Geographic Planning Areas, as identified in the Comprehensive Plan, were reviewed. The discussion focused on the area along Armour Dale and Monticello as well as the vacant property around Ashworth Brothers near the eastern end of those streets.
- Worked with the applicant and City Attorney to prepare updated recommendations for the Hookah Establishment CUP that was tabled at the June 9 Council meeting awaiting more information pertaining to the issue of compliance with the Virginia Indoor Clean Air Act. The updated CAM and staff report for the June 23 Council meeting now includes four possible motions to choose from and one that is sought as a backup to full approval wherein the applicant would agree to not serve alcohol or food prepared on the premises.
- Staffed the June 18 Board of Architectural Review meeting where four cases were reviewed.
- Participated in a virtual meeting with the consultants and VDOT working on the Exit 317 study.
- Continued to conduct online plan review and approval of development projects.

Economic and Workforce Development

- Prepared 2019 Enterprise Zone Annual Report.
- Continued CARES Act business incentive research and application formatting.
- Conducted "Walkabout" to meet with Old Town's Primary and Secondary district businesses to distribute safety guideline fliers.
- Distributed and administered Small Business Relief Grant forms.
- Participated in the Northern Shenandoah Valley Economic Response Team weekly meeting
- Held WoW! (Worlds of Work) budget meeting to discuss Perkins Funds for 2021. Decided that the event going forward will be for eighth graders.
- Administered Winchester Pop-Up Market pick up. This could potentially be the final market offering. Demand has slowed, but staff continues to discuss with partner.

Arts and Vitality & Old Town

- Participated in Northern Shenandoah Valley Main Street Communities check-in call with Virginia Main Street.
- Review of Small Business Relief Grant Applications for Old Town Winchester. So far, the City has received 17 applications, all requesting the maximum grant amount of \$500.
- Worked with Special Events Contractor on alternative concepts for providing responsible summer entertainment.

Winchester/Frederick County Tourism

- Co-hosted [the Traveling Golfer show](#) in Winchester to highlight the Winchester/Frederick County as a great Mid-Atlantic golf getaway destination.
- Took part in the weekly COVID-19 Economic Recovery Team virtual meeting.
- Reconnected with a filmmaker regarding locations for a project this fall and lined up some location scouting.
- Prepared shipment of new 2020 Visitor Guides for distribution throughout the state visitor centers.

Public Services

- Winchester Transit resumed operations on June 18 following closure due to exposure to a positive case of COVID-19. The buses were thoroughly disinfected before they returned to service.
- Held pre-bid meetings via teleconference for contractors interested in two major projects that are currently advertised: 1) Hope Drive extension project and 2) Valley Avenue drainage and sidewalks project. The bids for both projects are due on July 15.
- Held pre-construction meeting with the contractor and VDOT for the construction of the third phase of the Green Circle Trail. This phase of the project will construct the trail along the south side of Jubal Early Drive from just west of Harvest Drive to just east of Valley Avenue. Construction is expecting to begin in July.
- Continued working with Shentel as their project of installing new fiber throughout the city progresses.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water meters replaced (number)	51	4,828
Sidewalks repaired (linear feet)	5,662	156,847

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	1	57	#
	Mowing	13.35	168.67	Acres
	Miles of streets swept	85	1,342.09	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	13	123	#
	Trees trimmed	13	552	#
	Stumps removed	2	146	#
Traffic	Street signs Installed/replaced	16	290	#
	Pavement markings repainted (City)	2,266	4,026	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	144.86	3,195.75	Tons
	Recycling collected	51.84	997.436	Tons
	Large item pickups	5	58	#
Transit	Total passengers	1,374	39,356	#
	Revenue miles pick up/drop off	1,853	64,526	Miles
	Revenue hours pick up/drop off	174.13	6,180.31	Hours
Utility billing	Payments processed	1,711	33,730	#
	New bills mailed out	4,072	35,083	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.81	5.42	Million gallons/
	Peak daily water demand	6.83	6.83	day
Wastewater treatment plant	Average daily flow treated	7.16	7.42	Million gallons/
	Peak daily flow treated	8.00	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,159	37,213	#
	Fire hydrants flushed	70	271	#
	Sewer mains cleaned	10,787	69,512	Linear feet
	After-hours call outs	1	68	#
Engineering	Site plans reviewed	0	63	#
	Floodplain permits issued	0	23	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	5	283	#
	Land disturbance permits issued	1	9	#
	Stormwater facility inspections	2	64	#
	Erosion and sediment control inspections	32	643	#
	Erosion and sediment notices to comply	0	0	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	17	454	#
	Special events assistance	0	5	#
	Maintenance of pedestrian mall	33	659	Staff hours
Equipment maintenance	Total repairs completed	79	1,162	#
Winchester Parking Authority	Work requests completed	5	124	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	1	9	#
	New monthly rentals	0	67	#
	Monthly rental cancellations	0	111	#
	Total monthly leases in all autoparks	0	1,098	#
	Available monthly spaces in all autoparks	0	314	#
	Hourly parkers (all four garages)	1,478	36,307	#
	Park-Mobile transactions	457	11,039	#
	Meter violations	187	2,605	#

Parks & Recreation

- Filmed the next Triple Q sports trivia video and created quiz for tennis. The Athletics Division has produced 11 quizzes to-date. Prizes geared to getting individuals back in the park when we are permitted to reopen will be awarded.
- Continued mowing neighborhood parks.
- Began offering aquatic fitness classes at the outdoor pool as is permitted in Phase II.
- Met with various Park Partner organizations to go over guidelines for Phase II and to begin scheduling athletic field reservations.
- Reopened several facilities to the public with posted restrictions: 1) athletic fields, 2) playgrounds, 3) outdoor basketball courts.
- Started planning for Phase III based on Governor's guidelines released this week.

Social Services

- Received 53 Benefit Program applications: 19 SNAP, 27 Medicaid, 3 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 2 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 1,646 Medicaid, 1,488 SNAP, 75 TANF, 16 Auxiliary Grant, 45 individuals receive VIEW services, 51 families/94 children receive Child Care Subsidy Assistance.
- Other highlights:
 - The Finance unit met with the Family Services Supervisors to review financial updates that impact our Children's Services Act budget and is clearing out all unnecessary financial encumbrances (reserved funds) in preparation to close out FY20.
 - Key Benefits staff participated in VDSS' Cooling Assistance training in preparation for the opening of Cooling Assistance applications on June 15.
 - Key community resources and updates:
 - Cooling Assistance applications now being accepted (6/16/20) - Applications for financial assistance with cooling equipment or payments are being accepted through August 15. If approved, the maximum benefit of \$300 will be granted. See the City's latest [press release](#) for more information.

Weekly Activity	#
Clients walk-ins/drop-offs	0/21
Child Protective Services (CPS) referrals/case management load	5/47
CPS family assessments & investigations of alleged maltreatment	44
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/12/91
Family Services Prevention intakes/case management load	12/7
Adult Protective Service referrals/investigations/intakes	2/10/5
Adult services case management load	5
Adult guardianships/cases	2/79
Uniform Assessment Instrument screenings	0
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	4

Communications

- Distributed the June 17 CitE-News issue. [Read](#)
- Distributed an ActivitE-News issue for park updates. [Read](#)
- Handled 1 media requests for City information and staff interviews; 2 inquiries for WPD and 1 interview.
- Edited and posted the Park's Tennis [Triple Q](#) sports trivia video.
- Photographed and filmed the Fire Department's live burn training at the new burn building of the regional training center. Produced a recap [video](#).
- Produced a [video](#) of the Mayor to send to the Shenandoah Area Council for Boy Scouts that will be used during a virtual campout with the scouts in Winchester, England.
- Began designing the FY21 [Budget in Brief](#) for Finance.
- With Emergency Management, filmed and photographed Exit 317 for the Planning Department and the Loudoun Street Mall for the Communications projects.
- Met to discuss the City's reopening plan with several staff.
- Continued drafting a Disaster Recovery Plan for public records.
- Promoted National Waste and Recycling Workers Week, social services benefits and initiatives, and upcoming park programs (several summer sport camps).
- Updated channel 6.

311 Requests Received	#
FOIA	7
New Recycling Bin	-
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Water/Sewer Service	-
Total/YTD	9/244

Date	Articles in <i>The Winchester Star</i>
6/13	Winchester parks continue reopening process
	Milstead enters the race for Winchester City Council
6/14	Winchester GOP Council candidates: Confederate statues need historical context
	6 candidates running for 4 seats on Winchester School Board in Nov. 3 election
6/17	State now accepting cooling assistance applications
	Winchester Planning Commission forwards artisan amendment to council
6/19	Pandemic taking toll on Winchester's tax coffers
	Several local governments observing Juneteenth
Date	City of Winchester News Releases
6/15	Cooling Assistance applications are now being accepted - read
6/17	City's AAA Bond Rating reaffirmed - read

Support Services

Innovation & Information Services

- Began next phase of document management migration to new vendor.
- Reviewed security analysis report discrepancies.
- Completed Emergency Communications Center CAD Street Span viewer application and also exported out street span data in excel spreadsheet.
- Started processing school bus stop updates that will be incorporated into School's GIS application.
- Deployed Anti-Ransomware upgrade to test group.
- Reviewed Firewall logs and making policy adjustments as needed.

Help Desk Requests	Count	Closed
Account Management	5	5
Accounts	0	4
Applications	19	23
GIS	4	6
Hardware	3	11
Naviline	1	1
Infrastructure	0	1
No Action Required	7	11
Not Assigned	3	2
Reporting	1	0
Software	5	0
Total	50	65